POSITION ANNOUNCEMENT

ASSOCIATE VICE PRESIDENT, COLLEGE AND PROGRAM DEVELOPMENT

As CSUF embarks on its first comprehensive campaign, the Associate Vice President for College and Program Development is charged with providing innovative leadership and strategic direction for major-gift fundraising in the university’s colleges and divisions. Key responsibilities include managing a portfolio of assigned prospects, and coaching, motivating and managing team members engaged in major-gift fundraising from individuals, foundations and corporations. This position reports to the Vice President for University Advancement and directly supervises college- and program-based development teams, a foundation relations team, and an administrative coordinator.

SUMMARY OF MAJOR JOB RESPONSIBILITIES

- Manage a personal portfolio of 75 major donors, developing and implementing plans for cultivation and solicitation
- Develop annual plans for major-gift fundraising in the colleges and programs from individuals, corporations and foundations
- In support of comprehensive fundraising campaigns, manage development staff and volunteers to identify and strategically cultivate, solicit and steward high-level prospects
- Provide direction and staff support to volunteer committees of the Cal State Fullerton Philanthropic Foundation
- Develop and implement engagement strategies for business and community leaders to increase their financial and volunteer support for the highest academic priorities of the campus
- Manage the strategic direction of grant proposals within the Office of Grants and Contracts as it relates to private foundation fundraising by faculty
- Develop and manage moves management within prospect portfolios
- Hire, train, supervise and evaluate staff
- Manage the departmental budget

REQUIRED QUALIFICATIONS

- Bachelor’s degree
- A minimum of seven years of demonstrated, successful direct fundraising experience
- Experience in major-gift fundraising from individuals, corporations and foundations, preferably in higher education
- Experience supervising and mentoring staff
- Experience in budget management
- Ability to embrace and work effectively within a broad-based, complex and collegial decision-making environment
- Ability to communicate and collaborate effectively with diverse internal and external constituencies
- Experience in hiring, training, supervising and evaluating staff
- Ability to understand and advance the university’s brand strategy
- Superior written and verbal communication skills in English
- Proficiency with Microsoft Office and an array of administrative computing systems on a Windows platform
- Ability to accommodate occasional business travel and occasional weekend, early-morning and evening hours
APPLICATION PROCESS:
Applications must be submitted online via hr.fullerton.edu/jobs. Applicants will be invited to upload a cover letter and resume. Finalists will be asked for professional references. California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the university’s strategic diversity goals are strongly encouraged to apply. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose.

ABOUT UNIVERSITY ADVANCEMENT
The Division of University Advancement is committed to excellence, innovation, respect and collaboration, supporting the public good, transparency and accountability, and ethical action. By providing leadership in the areas of government and community relations, philanthropy, strategic communications, and alumni relations, UA builds partnerships with University stakeholders to promote investment and campus engagement. UA team members thrive in an environment that encourages teamwork and professional growth.
For more about University Advancement, visit fullerton.edu/advancement.

ABOUT CSUF
Consistently lauded as a top national university, Cal State Fullerton — with 109 degree programs and an enrollment of nearly 40,500 — has cemented its role as a respected, in-demand and go-to leader within the California State University and beyond. A Titan education is defined by immersive learning experiences amid a rich diversity of perspectives and backgrounds. Internships, collaborative research, study away and study abroad, service in the community, and a vibrant co-curricular life keep students engaged and empowered on their way to a degree. Confident, well-prepared, and culturally competent, CSUF graduates are uniquely positioned to excel as emergent leaders in the global marketplace, in further education and in their communities. Having benefited from a rigorous, innovative curriculum and an inclusive, supportive environment, Titans are equipped to adapt to a rapidly changing world and continuously evolve to meet new demands and opportunities.